

M E M O R A N D U M

#04-28

TO: All State Organizations
FROM: Trisha L. Neely, Director
DATE: June 30, 2004
SUBJECT: PURCHASE ORDER FORM CHANGE

Effective July 1, included on the Purchase Order forms from the Division of Accounting and within OMS, in the Conditions and Instructions to Vendor section, is the following statement:

“Acceptance of this Purchase Order is agreement to accept payment by credit card, ACH, or by check at the State’s option.”

If you generate a pre-approved PO form from your internal systems, you must update the form to include this statement.

During FY’05 we will be working with vendors to test a new process that will enable payment using a credit card after the PV processes within DFMS. If you receive questions from vendors regarding the language stated on the PO form, please let them know this process will not be invoked until after it is thoroughly tested, with pilot vendors. We will be working with individual vendors to gradually expand this process throughout the fiscal year. Therefore, the process will not be invoked with an individual vendor until after discussions take place.

Once the process is in place, the OPCH and OPCL tables within DFMS will reflect how the payment is made – by credit card, ACH or check.